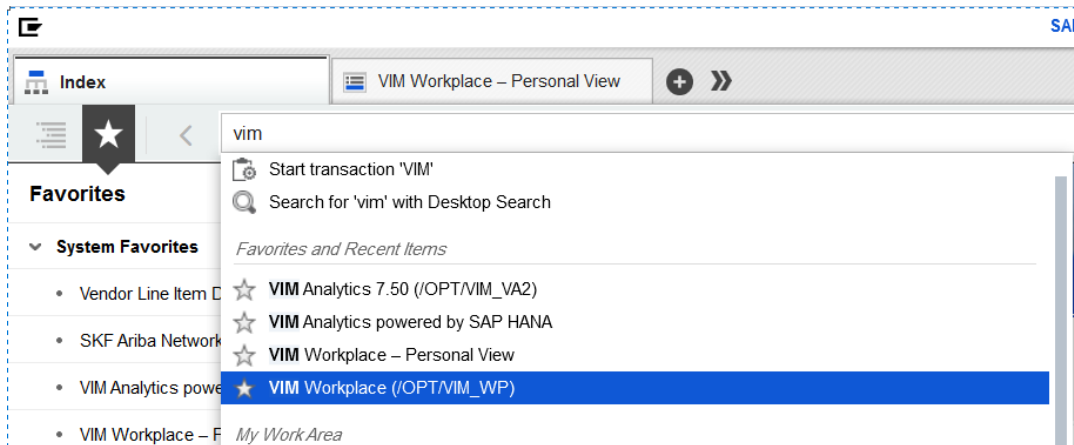


How to approve invoice - SAP inbox navigation - VIM Workplace - SAP Business Workplace

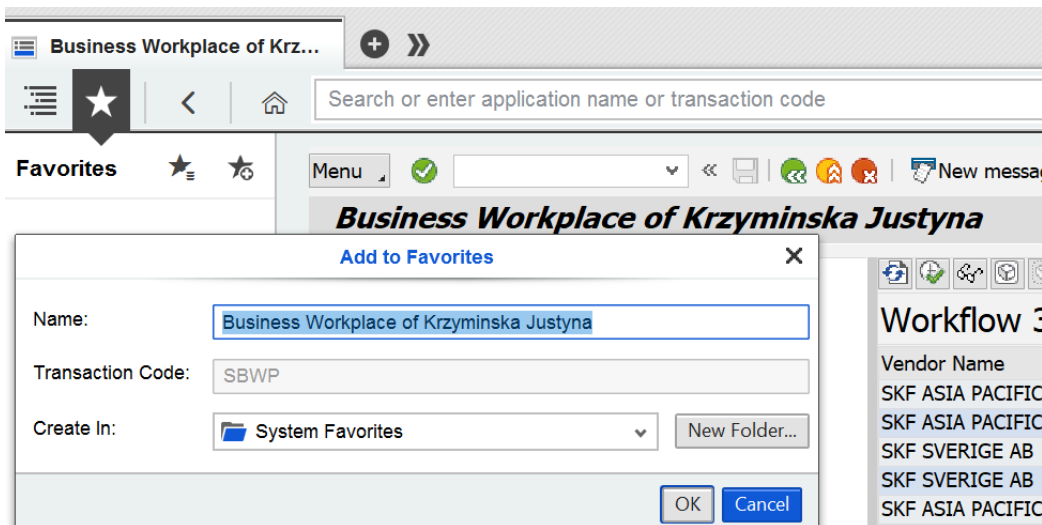
SAP invoice inbox can be accessed via:

- VIM Workplace transaction
- SAP Business Workplace transaction


Both transactions can be found using the search bar at the top of SAP Business Client panel.

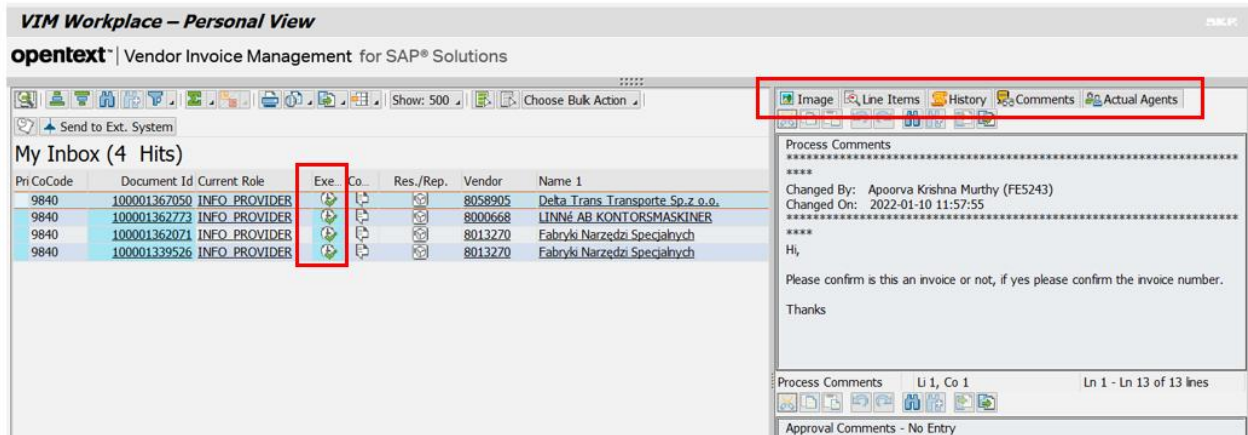


For easier access, the transactions can also be added to Favorites section as shown below.

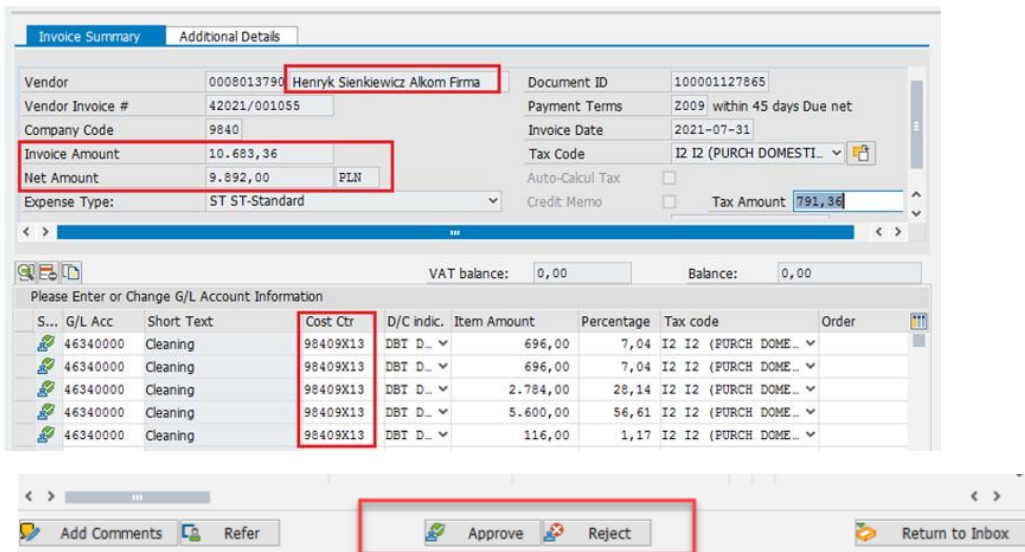


VIM Workplace

1. You can see **invoice image** as well **previous comments** in the Details tab on the right-hand side (if you cannot see the Details tab, select  Show Detail Pane in the top menu)
2. Highlight the invoice row to see the details for selected documents
3. Click on the **Execute icon** in the invoice row to approve the invoice or reply to AP Processor



- NOPO invoice approval / rejection:** Verify invoice amount and coding details. If all information is correct click **Approve** button at the bottom of the page. Otherwise, If the coding or invoice header information needs to be corrected, click **Reject** button to send the invoice back to Coder.



- Replying to AP Processor query:** Read the comment from the AP Processor in the Detail pane at the right-hand side. Choose option **Refer** in the top left corner (If you cannot see Process Options, click **Show Options** in the top menu).
- Type your comment. Click **Save** and continue without choosing specific user from the prompt list.

Process Options for: Information Provider

Option	Description
Refer	Refer to AP Processor

Basic Data | Line Items | Accounting | Tax | Process | Other Data

Invalid Tax Info (NPO)

Vendor Data

Vendor Number	022416	Display Vendor	Part. Bank Type
Vendor Name	Bemo Motors Sp. z o.o.		Bank name
Name 2			Bank Account
IBAN	PL97105015201000002347302081		Bank number

Edit Comments: 100001498129

Current Comments

Correct PO number 4300118356

Save Cancel

SAP Business Workplace

- 1. Go to Inbox / Workflow to see your documents
- 2. To open an invoice double click on the document line or click on the Execute icon
- 3. You will be taken to the invoice approval screen as shown above

Business Workplace of Krzyminska Justyna

Workplace: Krzyminska Justyna

Inbox

Unread Documents 0

Documents 0

Workflow 30

Overdue entries 0

Deadline Messages 0

Entries with Errors 0

Outbox

Resubmission

Private folders

Shared folders

Subscribed Folders

Trash

Shared trash

Workflow 30

Vendor Name	Exe... Title	Status	Work Item ID	Creati...
SKF ASIA PACIFIC PTE. LTD.	Process Document 100004232991	✓	63973660	2025-...
SKF ASIA PACIFIC PTE. LTD.	Process Document 100004233016	✓	63973755	2025-...
SKF SVERIGE AB	Process Document 100004233339	✓	63907567	2025-...
SKF SVERIGE AB	Process Document 100004233770	✓	64084699	2025-...
SKF ASIA PACIFIC PTE. LTD.	Process Document 100004234219	✓	63976153	2025-...
SKF DANMARK AS	Process Document 100004236206	✓	63968810	2025-...
SKF (U.K.) LIMITED	Process Document 100004236972	✓	63975636	2025-...
SKF Lubrication Systems Germany GMB	Process Document 100004240967	✓	63980152	2025-...
SKF Lubrication Systems Germany GMB	Process Document 100004240968	✓	63980241	2025-...
SKF Lubrication Systems Germany GMB	Process Document 100004240969	✓	63980251	2025-...

Related articles

The invoice was issued for incorrect amount, I want to reject it

I want to change invoice coding before approval